



**COASTAL DEVELOPMENT
PERMIT SUPPLEMENTAL
APPLICATION
P-14**

Development Services

Planning Department
1635 Faraday Avenue
(760) 602-4610
www.carlsbadca.gov

This supplemental application is to be filed for any development requiring a Coastal Development Permit issued by the City of Carlsbad.

*****Application checklist for Non-Single Family Regular Coastal Development Permits covered under separate handout.***

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

I. GENERAL BACKGROUND

A. Estimated Cost of Development:

Development costing \$60,000 or more does not qualify as a Minor Coastal Development Permit. The Planning Director shall make the final determination regarding a project's cost of development.

The primary basis for determining cost of development will be the application of dollar costs per square foot for different types of residential construction. These costs are set by the International Conference of Building Officials (ICBO) and are applied throughout San Diego County.

Please complete the following information to assist in the determination of this project's cost of development (*Contractor proposals may also be submitted for consideration by the Planning Director*). Please refer to the current fee schedule for the appropriate \$/square foot fee rate.

⇒ **New Residential Square Footage:**
_____ square feet x \$_____/sq. ft. = \$_____

⇒ **Residential Addition Square Footage:**
_____ square feet x \$_____/sq. ft. = \$_____

⇒ **Any Garage Square Footage:**
_____ square feet x \$_____/sq. ft. = \$_____

⇒ **Residential Conversion Square Footage:**
_____ square feet x \$_____/sq. ft. = \$_____

⇒ Please contact the City of Carlsbad Building Department for current fee rate for Non-Residential uses (i.e. Retail/Store; Restaurants; Office; and Manufacturing/Warehouse uses.)
_____ square feet x \$_____/sq. ft. = \$_____

COST OF DEVELOPMENT ESTIMATE: \$_____

B. Do you wish to apply for:

1. A Minor Coastal Development Permit (Under \$60,000 cost estimate) ☐
2. A Regular Coastal Development Permit (\$60,000 or more cost estimate) ☐

C. Street address of proposed development

D. Assessor's Parcel Number of proposed development

E. Development Description:

Briefly describe project: _____

F. Describe the present land uses (i.e. vacant land, single family homes, apartments, offices, etc.) that surround the proposed development to the:

North: _____

South: _____

East: _____

West: _____

G. Is project located within a 100-year flood plain? ☐ Yes ☐ No

II. PRESENT USE OF PROPERTY

A. Are there existing structures on the property? ☐ Yes ☐ No

If yes, please describe.

B. Will any existing structure be removed/demolished? ☐ Yes ☐ No

If yes to either question, describe the extent of the demolition or removal, including the relocation site, if applicable (also show on plans).

III. LOT COVERAGE

A. Existing and Proposed

	<u>Existing</u>	<u>New Proposed</u>	<u>Total</u>
Building Coverage	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Landscaped Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Hardscape Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Unimproved Area (Left Natural)	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.

- B. Parking:** Number of existing spaces _____
Number of new spaces proposed _____
Existing/Proposed TOTAL: _____
Number of total spaces required _____
Number of covered spaces _____
Number of uncovered spaces _____
Number of standard spaces _____
Number of compact spaces _____
Is tandem parking existing? ☐ Yes #____ ☐ No
Is tandem parking proposed? ☐ Yes #____ ☐ No

C. Grade Alteration:

Is any grading proposed? ☐ Yes ☐ No

If yes, please complete the following:

1. Amount of cut _____ cu. yds.
2. Amount of fill _____ cu. yds.
3. Maximum height of fill slope _____ feet
4. Maximum height of cut slope _____ feet
5. Amount of import or export _____ cu. yds.
6. Location of borrow or disposal site _____

The following materials shall be submitted for each application or for combined applications on a single project.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

A. SITE PLAN – Four (4) copies for a Minor Coastal Development Permit, four (4) copies for a Single Family Regular Coastal Development Permit on 24" x 36" sheet(s). Each site plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ b. Location, size and use of all easements.
- ☐ c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
- ☐ d. Distance between buildings and/or structures.
- ☐ e. Building setbacks (front, rear and sides).
- ☐ f. Location, height and materials of walls and fences.
- ☐ g. Dimensions/location of signs.
- ☐ h. A summary table of the following (if applicable to the application):
 - ☐ (1) Street address and assessor's parcel number.
 - ☐ (2) Site acreage.
 - ☐ (3) Existing Zone and Land Use Designation.
 - ☐ (4) Proposed land use.
 - ☐ (5) Total building coverage.
 - ☐ (6) Percent of site to be landscaped.
 - ☐ (7) Number of parking spaces required/provided.
 - ☐ (8) Square Footage of open or recreational space (if applicable).
 - ☐ (9) Cubic footage of storage space (if applicable).
- ☐ i. All applicable Fire Suppression Zones as required by the City's Landscape Manual.

B. GRADING AND DRAINAGE PLANS: Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the City Planning and Engineering Department representative for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:

- ☐ 1. Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ 2. Earthwork volumes: cut, fill, import and export.
- ☐ 3. Spot elevations at the corners of each pad.
- ☐ 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ 5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.
- ☐ 6. Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.

C. BUILDING ELEVATIONS AND FLOOR PLANS – Four (4) copies for a Minor Coastal Development Permit and four (4) copies a Single Family Regular Coastal Development Permit prepared on 24" x 36" sheet(s). Each building elevation and floor plan shall include the following information:

- ☐1. Location and size of storage areas.
- ☐2. All buildings, structures, wall and/or fences, signs and exterior lights.
- ☐3. Existing and proposed construction.
- ☐4. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).

COLORED SITE PLAN AND ELEVATION PLAN – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Department **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.**

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐A. A completed Land Use Review Application Form.
- ☐B. Completed Coastal Development Permit Application.
- ☐C. Environmental Impact Assessment Part 1 with Regular Coastal Development Permits. Check with Planning staff regarding Minor Coastal Development Permits and Single Family Regular Coastal Development Permits for any environmental review requirements.
- ☐D. Disclosure Statement.
- ☐E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- ☐F. Completed "Project Description/Explanation" sheet.
- ☐G. Two copies of a completed and signed "Storm Water Standards Questionnaire". This form can be found on the City's website: <http://www.carlsbadca.gov/business/building/Documents/E-34.pdf> (Distribute copy to Engineering).
- ☐H. If, when completing the Storm Water Standards Questionnaire, the project is defined as a "**Priority Project**", submit a preliminary Storm Water Management Plan (SWMP) prepared in accordance with the City Standard Urban Storm Water Mitigation Plan (SUSMP) per the City of Carlsbad Engineering Standards.
- ☐I. Property Owner's List and Addressed Labels:

NOTE: WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE **RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS.** THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

1. A typewritten list of the names and addresses of all property owners within a 600' radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. Two (2) separate sets of mailing labels of the property owners within a 600' radius of the subject property. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single-family residence, an apartment, suite or building number must be included **on a separate line. DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY.** Acceptable fonts are:

Arial 10, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave., Apt. #3
Carlsbad, CA 92008

UNACCEPTABLE

Mrs. Jane Smith
123 Magnolia Ave.
Apt. #3
Carlsbad, CA 92008

ACCEPTABLE

MRS. JANE SMITH
APT 3
123 MAGNOLIA AVE
CARLSBAD CA 92008

3. **600' Radius Map:** A map to scale not less than 1"=200' showing each lot within 600' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.
4. **100' Radius Occupants/Address List and Labels (for coastal zone/CDPs only):** One (1) list of the occupants/addresses located within a 100' radius of the project site; and two (2) sets of labels (as described in "A" above) of the addresses within a 100' radius.

III. SPECIFIC PROJECT REQUIREMENTS - (May apply to single family, regular and minor coastal development permits). Coastal Overlay Zones require additional information to be submitted as follows: (refer to the Municipal Code for a full description)

A. Coastal Agriculture Overlay Zone

1. Refer to the Carlsbad Municipal Code Section 21.202.060 for specific requirements.

B. Coastal Resource Protection Overlay Zone

1. Slope analysis/mapping for 25% and greater subject to Section 21.203.040 of the Carlsbad Municipal Code.
2. Topographic and vegetation mapping/analysis subject to Subsection 21.203.040(B)(1) of the Carlsbad Municipal Code, if project is located along the first row of lots bordering Buena Vista Lagoon including the lagoon mouth.
3. Topographic, drainage and wetland mapping subject to Subsections 21.203.040(B)(2)(a) and (b) of the Carlsbad Municipal Code if located east of Interstate 5 in the Batiquitos Lagoon watershed.
4. Drainage study subject to Subsection 21.203.040(B)(3) of the Carlsbad Municipal Code if project is located west of existing Paseo del Norte, west of Interstate 5 or along El Camino Real immediately upstream of existing storm drains.
5. Geologic report addressing landslides and slope stability subject to Subsection 21.203.040(B)(4) of the Carlsbad Municipal Code.
6. Geologic report addressing landslides and seismic hazards subject to Subsection 21.203.040(C) and (D) of the Carlsbad Municipal Code.

C. Coastal Shoreline Development Overlay Zone

1. Geotechnical report subject to 21.204.110 if project is located adjacent to an existing seabluff edge between the sea and the first public road parallel to the sea; also may be required by Planning Director if deemed necessary consistent with Section 21.204.110 of the Carlsbad Municipal Code.
2. Show all structures and decks on adjacent north and south properties to perform "stringline" test subject to Subsection 21.204.050(B) of the Carlsbad Municipal Code.
3. Unless otherwise submitted, a project in this zone must also submit plans showing:
 - a. Boundaries and topography
 - b. Existing and proposed structures
 - c. Circulation
 - d. Drainage
 - e. Finished topography
 - f. Landscaping

D. Coastal Resource Overlay Zone Mello I LCP Segment

1. Erosion, sedimentation and drainage report subject to Section 21.205.060 of the Carlsbad Municipal Code if project is located in the Batiquitos Lagoon watershed.

IV. REQUIRED COASTAL PERMIT FINDINGS – Approval of a regular or minor coastal development permit is based on the ability to make three coastal related findings. These three findings are presented below for your review and information.

1. That the proposed development is in conformance with the Certified Local Coastal Program and all applicable policies.
2. That the development is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act.
3. That the development conforms with any applicable decision pertinent to this proposal and/or site as set by the Coastal Commission on a previously related appeals decision per Public Resources Code §30604(c).